

Weekly Report for Week Ending 19 October 1959
FROM
ARCHIVES AND RECORDS CENTER

1. Contributions

a. Tangible

- (1) Eight offices transferred 436 cubic feet of inactive records to the Center.
- (2) Reference service items, totaling 2,299, were furnished to various offices and agencies.

b. Intangible

- news* —
- (1) The incinerator is still undergoing repairs. These repairs are expected to be completed in a day or two. There is an accumulation of 897 cubic feet in the disposal area.
 - (2) Received 12 cubic feet of TS records from O/DD/I. The schedule called for these records to be transferred to the Executive Registry; however, the Registry no longer wants them. Contacted [] ARO for the O/DD/I and recommended to them she amend the schedule which she agreed to do.
 - (3) In a review of Medical records we found folders of separated employees (Item 33a) interfiled with folders of cancelled or disqualified applicants (Item 33c). In conversation with [] former custodian, he stated he would recall the misfiled folders so that the concerned jobs could be placed on a two-year retention.

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2. Assignments

a. Active

None

b. Inactive

- (1) Consolidation of three sets of information reports into one record set.
- (2) Physical consolidation of VM and Records Center.
- (3) Physical inventory of record holdings.

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3. News

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(1) [REDACTED] was given a general tour and briefing of the Center and its operations, and about half a day's training in the accessioning activities.

(2) Total holdings in the Records Center amount to 50,671 cubic feet.

4. Visitors

[REDACTED]

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